

## **POSITION: ENGLISH LANGUAGE INSTRUCTOR**

### **BASIC FUNCTION OF POSITION**

The instructor teaches English courses and electives at the American Center in Rangoon and works individually and with colleagues to develop course materials, syllabi, and exams. The instructor also provides guidance to students on an individual basis, advises student clubs, and plans and participates in extracurricular activities, sometimes in coordination with outside organizations.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- A. Teaches English courses and electives following the guidelines of the Director of Courses and the standardized curriculum, using a variety of student-centered, communicative instructional methodologies. Prepares lessons, conducts classes, assigns and corrects homework, and scores classroom exams.
- B. Contributes to curriculum development, assessment exams, and administrative duties as requested by the Director of Courses. Serves on committees that select, revise, and develop course materials, syllabi, and tests.
- C. Through classroom activities and lesson plans, enhances students' understanding of American culture, history, government, and democratic processes.
- D. Provides guidance to students on an individual basis, including tutoring, advising on future plans and personal issues, and writing letters of recommendation.
- E. Advises student clubs at the American Center. Provides leadership and other training for club members, and supervises planning for club activities and programs. Occasionally works with outside organizations on extra-curricular projects.
- F. Participates in teacher training workshops and seminars as stipulated by the Director of Courses.